MPCP, RPCP and WPCP
Requirement Reminders and Other Information
January 2020 to March 2020

The Department of Public Instruction (DPI) is providing this information regarding upcoming requirements and other information to Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP) (collectively Choice) schools. Please review the 2019-20 School Important Dates located on the Information for Schools web page for other upcoming requirements. Please review the Program Bulletins referenced in this document for more complete information. The requirements identified in this document are based on Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48. *Information provided is subject to statutory and administrative rule changes.* **The DPI has already received some of the reports listed below from some schools. Please do not request confirmation of receipt if the school has already submitted the reports.**

Contents

In order to be eligible to receive state aid payments under the Choice program, schools must meet certain program requirements, including the timely submission of all program reports and audits and administration of required assessments.

Please contact the DPI at privateschoolchoice@dpi.wi.gov or 1-888-245-2732 ext. 3 if you have questions.

<u>REMINDERS</u>

While some of the reminders in the document only apply to currently participating schools, new schools interested in participating in the Choice program(s) in the 2020-21 school year should review the requirements that would apply to new schools.

1. MPCP Schools 2019-20 School Year Application Verification for November & December Application Periods – through January 19 and February 1 respectively

MPCP schools should review the "Application Process Bulletin" at <u>School Application Processing,</u> which includes most of the information below and additional information schools may find helpful.

Eligibility Determination
Schools participating in the MPCP must determine if all applications are eligible and verify applications in OAS by one of the following (whichever comes first):
- prior to the next application period;
- prior to completing a random drawing, if required;
- within 60 days of the end of an application period during which an application is received by the school; or
- prior to the next count date.

Notification
MPCP schools must notify the parent of each applicant of their acceptance or non-acceptance (whether placed on the waiting list or denied) via mail or email, **within 60 days of the end of the application period** during which an application is received.
- If a school places a student on the waiting list, the school must send a notice of non-acceptance to the parent indicating the student's place on the waiting list.
- If the school denies a student application, the notice of non-acceptance must include the reason the student was not accepted. A Choice application may only be denied if the student does not meet the residency, income (if applicable), and age requirements (for grades K4, K5, and grade 1) or there is no space available at the school (i.e. there were more applications than seats available, therefore the student would be placed on the waiting list).

Application Periods
The table below displays the MPCP application period start and end dates and the last day to verify applications in the Online Application System (OAS) for the November and December application periods.

2019-20 MPCP Application Periods and Last Day to Verify

Application Period	Start Date	End Date	Last Day to Verify in OAS
Nov	11/1/2019	11/20/2019	1/19/2020
Dec	12/1/2019	1/7/2020	2/1/2020

Note: Schools must submit applications in OAS prior to completing count reports for an application to be counted and eligible for payment.

MPCP applications that are not verified by the "Last Day to Verify in OAS" above will have an OAS status of "Expired after 60 Days" and will be ineligible for a voucher.

Schools can find applications that have not been verified in OAS as follows:
- Click "App Summary" located on the left side menu bar.
- Place a check next to "Not Yet Verified" located at the top of the screen.

- Filter the "Enroll Pd:" drop down located at the top of the screen by open application period month name.
- Applications that have not been verified by the school for the selected open application period will be displayed. If the message "No records found" displays, the school has verified all applications for the open application period.

If any MPCP students were determined ineligible or have a correction noted in the September 2019 Enrollment Audit and the students are still attending the school, the DPI recommends the school obtain a new application for the students if the school has a December open application period. Once the DPI has processed the school's September 2019 Enrollment Audit, the Application Summary screen in OAS will indicate a status of "Ineligible in Both Semesters" if an application is found ineligible through the Enrollment Audit.

Helpful Resources
- Training Module 8: Student Applications & Eligibility at On Demand Training
- Documents under "Explanation of Application Requirements and Process," including Applications Process Bulletin and Application Verification and Corrections FAQ at School Application Processing

2. MPCP & RPCP Schools 2019-20 School Year Application Submission – by February 1

MPCP and RPCP schools must submit eligible applications in OAS in order for students to be included in any of the three membership reports. The membership reports count students by grade for purposes of state aid payments to Choice schools. The three membership reports are the Preliminary Enrollment Report (due by September 1), the Third Friday in September Count Report (due by October 1), and the Second Friday in January Count Report (due by February 1).

MPCP and RPCP schools may submit applications that have been verified (see verification deadlines in #1 above) after the end of an open application period up to February 1. Schools should not submit applications for students that are on a school's waiting list. These applications should remain in "Verified" status until the student is offered a seat. If a student is offered a seat, the DPI recommends the school submit the application in OAS after the student has accepted the seat. However, all applications must be submitted by the applicable report due date in order for the applications to be counted.

To submit applications in OAS, MPCP and RPCP schools should click on "Submit Apps to DPI" on the left OAS menu bar. Please see the helpful tips below for the "Submit Apps to DPI" function in OAS:
- ***Student has * under the "Multi App *" column:*** The school should confirm the student does not already have a submitted application. Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR. Each student should only have one submitted application. If the student has an application that was determined ineligible by DOR, any subsequent applications for the student must be marked as ineligible (i.e. the school should mark the application as "The family is not eligible for the MPCP/RPCP/WPCP based on the information provided" on the verification screen).
- ***Student name not listed in submission screen:*** The school has not completed the verification for the student's application. Only applications that have been verified will be displayed under "Submit Apps to DPI". The school should go to the "App Summary" and complete the application verification for the student.
- ***Student has a "Too early to submit" message:*** The school must wait until the end of the application period to submit the application.
- ***Student has a "Verification Not Complete" message:*** The school should check that the verification for all students (i.e. new and continuing students) on the family's application has been completed.

Helpful Resources:
- Application Process Bulletin at School Application Processing
- Training Module 8-4: Application Verification & Submission Process at On Demand Training

3. WPCP Schools 2019-20 School Year Student Withdrawals – through January 7

Through January 7, schools must notify the DPI at privateschoolchoice@dpi.wi.gov with the information below when a student with an eligible application (i.e. application has status of "Submitted" or "Verified" in OAS where the student is on the WPCP waiting list) withdraws from the school or decides to no longer participate in the WPCP:

1. Student name, date of birth, and grade level.
2. Attach *one* of the following:
   a. School form showing the student has withdrawn from the WPCP or will not be attending the school for the current school year. The form must include the student name and be signed by a parent on the WPCP application. Please note that a request for records does not meet this requirement.
   b. A letter or email from a parent on the WPCP application sent to the school, which includes the parent(s) name, the student name, and the school name stating the student has withdrawn from the WPCP or will not attend the school for the current school year. A letter must be signed by a parent who is on the WPCP application and the email must be from a parent on the WPCP application and include the email heading information (i.e. To line, From Line, Date, Subject).

Schools are not required to provide the withdrawal information to the DPI for students that do not have an eligible application in OAS for their school.

After the Second Friday in January, schools are not required to notify the DPI if students withdraw from the school or decide to no longer participate in the WPCP. Students on the WPCP waiting list are not offered a seat if students withdraw after the Second Friday in January. The school will receive a February and May payment for students that withdraw if they were counted on the January Count Report in OAS.

The DPI will conduct additional random selection(s) to fill available seats from the WPCP waiting list, if applicable, up to the Second Friday in January. WPCP schools should check their email regularly as the DPI will use email to communicate with schools regarding students that have been selected in the random drawing. Please note that a seat declined at a school is offered to the next student on the waiting list, if possible, which is not necessarily a student that applied to that school.

Helpful Resources:
- Application Process Bulletin at School Application Processing.
- Training Module 10: WPCP Application Process at On Demand Training

4. School Registration for 2020-21 School Year - by January 10

For continuing Choice schools (i.e. schools currently participating in the Choice program) and new Choice schools (i.e. schools not currently participating in the Choice program), all forms including those listed below can be accessed via the School Registration Information webpage.

Schools should read, in its entirety, the "Cover Letter Regarding School Registration" for either continuing or new Choice schools, as applicable, regarding the 2020-21 school year registration for the Choice program. The School Registration Checklist helps schools ensure that all registration forms are completed and all required information has been submitted to the DPI by the deadlines. The DPI recommends all schools use the registration checklist as a way to keep track of the school registration requirements.

All of the school registration forms and the auditor fee are due to the DPI by January 10 unless otherwise noted in the cover letter. If a school fails to meet the January 10 deadline, the school will not be eligible to participate in the Choice programs during the 2020-21 school year.

The Intent to Participate (ITP) will display a school's surety bond amount for the upcoming school year for the following schools:
- Schools that had a surety bond to meet the new Choice school financial requirement in a previous school year; and
- Schools that are new to the Choice program in the coming school year.

The surety bond will be equal to 25% of the school's expected Choice payments. The expected Choice payments are determined based on the number of available seats the school identifies on the ITP. By March 1, the DPI will email the surety bond form that the school must use directly to the school and new 2020-21 schools that indicate they intend to use the surety bond option.

Helpful Resources:
- School Registration Information and School Registration Checklist
- Trainings below at On Demand Training
    - Training Module 2-1: School Registration Process Overview
    - Training Module 2-2: Intent to Participate
    - Training Module 3-2: Disclosure of Information
    - Training Module 3-5: Surety Bond and New School Budget & Cash Flow Report

5. Combined Private Schools Agreements 2020-21 - by January 10

Private schools new to either the WPCP or the RPCP may enter into an agreement to be subject to the same governing board as a private school currently participating in the WPCP or the RPCP. With this agreement, prior year attendance requirements would not be required for two years for students applying to the new school. More information can be found in the Combined Private Schools and Prior Year Attendance Bulletin.

New schools interested in a combined school agreement should email a completed, signed agreement that meets the requirements in the Combined Private Schools and Prior Year Attendance Bulletin and the Disclosure of Information Form to the DPI signed by the governing board of the currently participating private school to privateschoolchoice@dpi.wi.gov by January 10.

As a reminder, students applying to WPCP and RPCP schools with an agreement that was first effective for the 2018-19 school year will be subject to prior year attendance requirements for the 2020-21 school year.

Please contact the DPI to discuss this option in further detail if your school is considering entering into such an agreement.

Helpful Resource:
- Combined Private Schools and Prior Year Attendance Bulletin and Student Eligibility and the Application Grade or Prior Year Requirement at DPI Bulletins

6. New 2020-21 Schools Online Choice Administrator Trainings - by January 17 & January 31

There are two trainings/quizzes required for Choice administrators and one for designees.

By January 17, Choice administrators of schools first participating in the Choice program in the 2020-21 school year are required to read the Choice Program Requirements Trainings and complete the Choice Programs Requirements Online Quiz available at Choice Program Trainings.

By January 31, Choice administrators of schools first participating in the Choice program in the 2020-21 school year are required to read the OAS Access Trainings and complete the OAS Access Online quiz, available at Choice Program Trainings.

OAS access will be removed if the school's Choice administrator does not complete these trainings and quizzes by the deadlines.

At any time after January 10, Choice administrators may designate one or more individuals to assist in processing Choice student applications using a Designee Authorization form, available at School Application Processing. Designees are required to read the OAS Access Trainings and complete the OAS Access online quiz, available at Choice Program Trainings. Upon successful completion of the online quiz and submission of the Designee Authorization form, the DPI will send a secure email with the OAS user name and password. This email will come from sft@dpi.wi.gov. The DPI recommends that the designee add the sft@dpi.wi.gov email address to their safe sender and/or contact list, depending on the email product, to ensure emails from this address sent are not routed to the school's spam, junk, or promotions email folders.

Since the first open application period begins February 3, Choice administrators and designees are encouraged to complete the above requirements as soon as possible so they are able to view and process the applications in OAS when parents begin applying to the Choice program.

7. Second Friday in January Count and Report – by February 1

a. *Second Friday in January Count*

On January 10, Choice schools take the Second Friday in January count of students in their schools, identify students who remained on the school's MPCP and RPCP waiting lists as of the Second Friday in January, and start preparing the Second Friday January Count Report in OAS.

Choice schools count by grade level how many students were in attendance for instruction on the count date, or if absent, were in attendance for instruction at least one day before and one day after the count date. Students who are absent on the count date do not have to be in attendance for instruction on the exact day before and after the count date to meet the Choice count requirements.

If a Choice student is absent on the count date (i.e. January 10), the school must ensure the student was not enrolled in another private school, a home-based private educational program, a charter school, or a public school district in or out of Wisconsin during the period of absence from the school. The school ***may not*** count a student on the count report if the student was enrolled in another school or home-based private educational program during the period of absence from the school.

b. *Second Friday in January Count Report*

Choice administrators must submit in OAS the Second Friday in January Count Report. To access the report in OAS, schools should click on "January Count" on the left OAS menu bar. For schools with multiple pages of students, use the "save" or "next" button to save each page. This ensures data is saved in

case the system times out. When completing the count report, schools must ensure the grade on the count report matches the grade the student was in on the 2nd Friday in January and update the grade in the count report if needed.

MPCP and RPCP schools must submit the applications under "Submit Apps to DPI" in OAS in order to be able count the students on the "January Count" report. Please see the "#2. MPCP & RPCP Schools 2019-20 School Year Application Submission – by February 1" section of this document for additional information.

If a Choice student attends the school on the count date, the school may mark the student as "Present on Count Date" on the "Applications" page of the count report in OAS.

***If a Choice student is absent on the count date* and the student was not enrolled in another school or home-based private educational program during the period of absence from the school**, see the instructions below to complete the count report.

- *Student attends any day before the count date, is absent on the count date, and attends after the count date to February 1:* The school may count the student by marking the student as "Present Before" and "Present After" on the "Before/After" page of the count report in OAS.
- *Student attends any day before the count date, is absent on the count date, and begins attending again after February 1:* The school may mark the student as "Present Before" but may not mark the student as "Present After" on the "Before/After" page of the count report. The school may work with the school's auditor to add the student in the January Enrollment Audit. Examples include a student who is in attendance on January 8 and February 4, January 9 and February 28, or December 4 and March 18.
- *Student attends any day before the count date, is absent on the count date, and does not attend the school for the remainder of the school year:* The school may mark the student as "Present Before" but may not mark the student as "Present After" on the "Before/After" page of the count report. This student does not meet the Choice count requirements for the January count report and may not be counted via the January Enrollment Audit.
- *Student begins attending the school after the count date but before February 1:* The school may not mark the student as "Present Before" but may mark the student as "Present After" on the "Before/After" page of the count report. This student does not meet the Choice count requirements for the January count report and may not be counted via the January Enrollment Audit.

For schools that participate in both the Choice program and the Special Needs Scholarship Program (SNSP):

- Schools may only count a student in one program on the January Count Report. A student may not be both a Choice student and an SNSP student at the same time. If a student applies to both the Choice program and SNSP, the parent/guardian must determine which program the student will participate in and the school should obtain a signed document or email from the parent indicating the program. Please see the Initial Student Eligibility Bulletin (question 1) at SNSP Bulletins for information on how to proceed if a student applies for both the Choice program and the SNSP.
- The all pupil counts on the January Count Report for the Choice program must match the all pupil counts in the SNSP 2nd Friday in January Pupil Count Report.

Choice schools participating in the MPCP and/or RPCP identify applications that are on the school's waiting list as of the Second Friday in January on the Waiting List page of the January Count Report in OAS. It is important that schools with an MPCP and/or RPCP waiting list for the 2019-20 school year indicate on the September and January Count Reports the student applications on the school's waiting list. The reason is that students continuing in any of the Choice programs or on the Choice waiting list for the same Choice program for the 2019-20 school year do not need to meet the income limits when applying for the 2020-21 school year.

Helpful Resources:
- Training Module 9-3: Third Friday in September & Second Friday in January Count Reports at On Demand Training

- Residency Documentation Bulletin at [Program Bulletins](#)
- Application Verification and Corrections FAQ at [School Application Processing](#)
- Initial Student Eligibility Bulletin (question 1) at [SNSP Bulletins](#)

8. MPCP Schools - Last Day to request Non-Grade Changes by the DPI -- February 1

The last day for schools to email privateschoolchoice@dpi.wi.gov to request non-grade changes to the 2019-20 school year MPCP applications received between October and January is February 1. Address changes in OAS are generally not necessary if an MPCP student moves after the open application period in which they applied.

The last day for MPCP schools to make grade changes to the 2019-20 school year applications was July 31. After this date, schools may change the grade for a student through the enrollment/count reports.

All changes after February 1 to these applications must be included in the school's Enrollment Audits.

Helpful Resource:
- Application Verification FAQ at [School Application Processing](#)

9. 2020-21 School Year Application Periods - begin first weekday in February

All students that would like to participate in the Choice program must apply every year using the Online Parent Application, available at [dpi.wi.gov/choice](#). This includes students that participated in the Choice program in the prior school year.

The Application Process Bulletin, located on the [School Application Processing](#) website, provides information for Choice administrators and their designees on the student application process for parents and schools. The School Verification of Application section of the bulletin includes the application period start and end dates and the last day to verify applications in OAS for each application period.

Many parents complete the Online Parent Application in early February. As a result, the Online Parent Application and OAS may be slow in the beginning of February. If a school offers an open lab for parents to complete the Choice application, the school may want to consider having the lab after early February. Schools are also encouraged to remind parents that Choice applications received in the same open application *are not* accepted on a first come, first serve basis.

Helpful Resources:
- [Student Applications (for parents and schools)](#) – This webpage provides parents and schools with information about the Choice program requirements and application process. This webpage can be shared with parents interested in participating in the program.
- [School Application Processing](#) - Under "Explanation of Application Requirements and Process," see the Student Application Checklist, the Application Verification and Corrections FAQ, the Application Process Bulletin, and bulletins explaining the requirements. These documents will be updated for the 2020-21 school year applications and be available in late January 2020.
- Trainings below at [On Demand Training](#)
  - Training Module 7: Online Application System (OAS) Overview
  - Training Module 8: Student Applications & Eligibility
  - Training Module 10-1: Wisconsin Parental Choice Program (WPCP) Application

10. New Schools Fiscal Management In-Person Training – February or March

Schools first participating in the Choice program in the 2020-21 school year are required to attend a one-day Fiscal Management Training course at the DPI office in Madison in February or March. This training will cover, in-depth, the financial requirements of the Choice program.

Choice administrators will receive an email after January 10 with information regarding registering for this training. Attendance by the Choice administrator is required. In addition, the individual responsible for the school's accounting or bookkeeping is strongly encouraged to attend. New schools should also consider having more than one representative who qualifies to serve as the school's Choice administrator attend the training because new schools are not permitted to change Choice administrators prior to August 1, unless the individual has completed the required training. (Note: the Choice administrator must meet the educational credential requirement as described in the Staff Credentials Bulletin).

Helpful Resources:
- Trainings below at On Demand Training explain financial related requirements. Watching them in advance of attending the in person training can assist schools in understanding the financial and fiscal related requirements.
    - Training Module 3-5: Surety Bond and New School Budget & Cash Flow Report
    - Training Modules 5: Financial Audit-These trainings explain the financial audit requirements for schools participating in the Choice programs.
    - Training Modules 6: Fiscal & Internal Control Practices Report- These trainings explain the fiscal and internal control practices requirements for schools participating in the Choice programs.
- Staff Credentials Bulletin

11. Assessments – March through May

Choice schools that have 20 or more students in the: (1) MPCP or (2) RPCP and WPCP combined, in tested grades (grades 3 to 12) are required to administer the following standardized tests:

2019-20 School Year

Window	Assessment	
March 3 -31	March 3	The ACT with Writing Grade 11
	March 17	The ACT with Writing Grade 11 Makeup Day
	March 31	The ACT with Writing Grade 11 Emergency Date
	March 3 - 13	The ACT with Writing for Students Testing with Accommodations
March 23 – May 1	Forward – ELA, and Mathematics Grades 3-8, Science Grades 4 and 8, and Social Studies Grades 4, 8, and 10	
April 6 – May 6	ACT Aspire Grades 9-10	

Helpful Resources:
- [Testing Information - Assessments Requirements](#)
- [Wisconsin Forward Exam](#)
- [ACT High School Assessments](#)
- Training Module 4-2: Assessments & High School Diploma Requirements at [On Demand Training](#)

OTHER INFORMATION

12. Technical Changes to Program

2019 Wisconsin Act 55, signed into law by Governor Evers on November 22, 2019, makes changes to the Milwaukee Parental Choice Program (MPCP), the Racine Parental Choice Program (RPCP), and the Wisconsin or statewide Parental Choice Program (WPCP), collectively the Choice programs.

Changes in the law take effect immediately and affect three program areas.
1. WPCP Application Period – date changes
2. WPCP Student Movers – date change
3. Accreditation – entity change

Helpful Resource:
- [Summary of 2019 Wisconsin Act 55 Technical Changes](#)

13. Website Address Changes for the Online Parent Application and OAS

The website address for the Online Parent Application will be changing in December 2019 and the website address for the OAS will change sometime in early 2020. While the old Online Parent Application and OAS website addresses will redirect users for a few months, the DPI is requesting schools make the updates below as soon as possible.

- *Online Parent Application:* Choice schools who include a link to the Online Parent Application or other Choice application documentation on their school websites should use [dpi.wi.gov/choice](#) or [https://dpi.wi.gov/sms/choice-programs/student-applications.](#) Both links take parents to the same student-application webpage, which includes the Online Parent Application link and several parent resources.

- *OAS:* Choice school staff should use [https://dpi.wi.gov/sms/choice-programs/oas](#).

14. February 2019-20 Choice Payments – by end of February

By the end of February, the DPI will process the February state aid payments to eligible schools by direct deposit, based on each school's eligible applications and corresponding class list submitted to the DPI in OAS on the Second Friday January Count Report by February 1.
- The per student state aid amounts for the 2019-20 school year are $8,046 per 1.0 full-time equivalent (FTE) for K-8 students and $8,692 per 1.0 FTE for 9-12 students. The per student state aid amounts for four-year-old kindergarten (K4) are $4,023.00 for 0.5 FTE and $4,827.60 for 0.6 FTE (K4 with outreach). The per student state aid amounts for five-year-old kindergarten (K5) where the program is less than 1.0 FTE are as follows: $4,023.00 for 0.5 FTE, $4,827.60 for 0.6 FTE, and $6,436.80 for 0.8 FTE.
- The February state aid payment is calculated based on the number of students on the Second Friday January Count Report multiplied by 25% of the annual FTE.

Choice schools will be able to see the February state aid payments by student in OAS by clicking on "Payments" on the left OAS menu bar. Here, schools can also export the data to Excel to view the headcount and FTE by student for each count date. Choice schools will also be able to see February state aid payments in

the Aids Register. To access the register, click on "Aids Register" located on the left menu bar of the [Private School Choice Programs](#) homepage (second from the bottom). Schools enter the fiscal year, the school's legal entity name and agency number. Tip: Enter "2020" for the current fiscal year. Once you enter the school's legal entity name, click in the agency number box and the agency number will automatically fill.

Helpful Resources:
- Application Process Bulletin at [School Application Processing](#)
- Training Module 9-1: Payment Process, Pupil Count Report & Audit Overview at [On Demand Training](#)

15. WISEdata

Although the Choice program consultants work closely with the WISEdata Customer Service team, the WISEdata Customer Service team is the DPI team schools should work with to answer questions related to the PI-1207 Private School Report, WISEdata (including WISEids and the WISEdata portal), and the school's Student Information System (SIS). Schools with questions may enter a help ticket following the instructions below.
1. Go to http://dpi.wi.gov/wisedata/schools (you can also access this link from the [Private Schools Choice Program Homepage](#) – click SIS - WISEdata on the left menu bar).
2. Click [Start a Help Ticket](#) from the left menu bar.

Please see below for information from the DPI WISEdata Customer Services Team:

- Join them for Choice Track sessions at the 2020 [WISEdata Conference](#) March 12-13.
- To ensure your data is accurate and up-to-date, remember to run weekly [WISEid](#) uploads.
- Additionally, remember to check the WISEdata Portal Home Page for timestamps and other statistics that can assist you in determining if your SIS is sending data to WISEdata at regular intervals and when the most recent data "pushes" occurred.
- If your school is contemplating switching SIS vendors, review the [SIS Conversion Guidance](#) webpage. It provides considerations, conversion tasks, and recommendations for a smooth transition.
- The WISEdata Customer Services Team is here to help with your data needs. They have an abundance of [Help resources](#), including [e-learning courses](#) that provide in-depth training in all things WISE.

Helpful Resources:
- [New Choice Schools: Welcome to WISEdata](#)
- [WISEdata Events](#)
- [WISEid/WISEdata for Choice Schools User Group](#)
- [WISEdata Help](#)
- Training Module 4: Student Information System & Assessments at [On Demand Training](#)

16. Safe at Home New Feature of the Online Parent Application

Beginning with the 2020-21 school year, the Online Parent Application will have a new feature for student applicants who participate in the Safe at Home program through the Wisconsin Department of Justice. The parent may indicate that the student participates in the Safe at Home program when applying in the Online Parent Application instead of indicating the geographic area (i.e. city of Milwaukee, Racine Unified School District, or outside the city of Milwaukee and Racine Unified School District) in which the student resides and entering the student's actual address. The application will prefill the Safe at Home address, which is 3902 Milwaukee St, P.O. Box 7188, Madison, WI 53707, as the current address for the student. The parent will enter the school district for the student, which must be the actual school district in which the student resides.

For the Residency Documentation Verification:
- The parent provides the Safe at Home card to the school for residency documentation.
- The school verifies that the name and address on the card match what is in OAS. The unit number on the Safe at Home card does not have to be listed in OAS.

- The school verifies that the card is not expired and makes a copy to include in the student's file. If the Safe at Home card is either expired or the address in OAS does not match the address on the card, the family must either get an updated Safe at Home card or they must update and submit the application without selecting the Safe at Home option.
- The school does not need to obtain a school district verification documentation for the address.
- The school may check the boxes on the application verification screen in OAS that the family resides at the address on the Safe at Home card and that the address is located in the applicable school district.
- The school must also confirm whether the student resides in the same school district as of the 3rd Friday in September as the district on the application if the student is participating in the WPCP and is an Incoming Choice student. The school updates the school district to the district in which the student resides on the September Count Report in OAS if the student resides in a different school district.

The parent must provide income documentation, if income information is required. The address on the income documentation does not have to match the Safe at Home address, since the parent is providing the Safe at Home card for residency verification.

Helpful Resource:
- [DOJ Safe at Home](#) program